



March 30, 2020

Dear Parents and Guardians,

Last week, we promised more details regarding distance learning since students and teachers will be working remotely from home the rest of the school year. School buildings will remain closed, but Union is committed to resuming your student's learning beginning **next Monday, April 6**. Our intent is to provide a positive academic experience for students without overwhelming parents, and to engage all populations of students, even those who may not have access to the latest technology at home. (More on technology in a moment).

With input from teacher leaders, principals and curriculum specialists, our Teaching & Learning staff have developed a plan to implement remote learning by grade level. They have literally moved mountains over the last week, and I am *extremely* pleased with the plan they have developed. It will not replicate classroom instruction, but I promise it will keep them engaged and on track in order to finish the school year.

Attached is a copy of the **Union Distance Model**. I encourage parents to read this document thoroughly and talk with your students about how school is going to be different beginning next week. Some highlights:

- Distance Learning begins April 6 and will conclude no later than May 15. The exact last day of school has not yet been determined.
- Parents will have access to a weekly calendar of learning activities beginning Monday, April 6. Assignments will vary by grade level, and learning can happen any time of day.
- **Assignments for students in grades Pre-K-8** will be posted online at www.unionps.org/assignments. Just find the link to your student's school, open the link for that week's assignments and look under the appropriate grade level. Assignments for the upcoming week will be posted every Friday evening.
- **Assignments for students in grades 9-12** will be made using Canvas. Students are advised to check Canvas *daily*.
- There will be no final exams for students in grades 6-12. Students in AP classes, however, *will* have AP exams. (Direction will be provided by AP teachers).
- Teachers are encouraged to keep in weekly contact with their students. Each teacher should have two office hours daily – a guaranteed time they will answer emails and phone calls daily. Teachers may contact students by email, phone, REMIND, or via social media once a week during their office hours.
- Parents can email principals if they are not receiving assignments or learning activities.

We realize that access to technology will be an issue for many families. A limited number of devices are available for families who are without a computer or Internet connection. Laptops and iPads will be made available as follows:

- **Students in grades K-8** are eligible for a device if they do not have an older sibling at Union in grades 9-12. (These students already have a laptop as part of the 1-to-1 program).
 - Students/families in grades K-5 without a device at home may receive one iPad.
 - Students/families in grades 6-8 without a device at home may receive one laptop.

- We are limiting to **one laptop or iPad per household** due to limited quantities. Devices will only be distributed to parents/students in their immediate family. Sorry, we cannot accommodate picking up devices for other family members or friends not present.
 - Parents or students receiving a laptop must present a valid school I.D. Parents of elementary students will be asked for their name, address or a second form of identification prior to the device being released.
 - Curbside delivery will be available at Union High School at the north side loop (not the bus loop).
 - **Pickup dates/times at Union High School, 6636 S. Mingo, Tulsa:**
 - **Tuesday, April 7, Grades 6-8**
 - 9 a.m. – 11 a.m. 8th grade students
 - 11 a.m. – 1 p.m. 7th grade students
 - 1 p.m. – 3 p.m. 6th grade students
 - **Wednesday, April 8, Grades K-5**
 - 9 a.m. – 2 p.m. All Elementary School students
 - **Thursday, April 9, Catch-Up Day/Grades K-8**
 - 3 p.m. – 6 p.m. All students grades K-8 (pending availability of devices).*
- *If we run out of devices, we will post an update online at www.unionps.org or on social media.
- The district also has a limited quantity of MiFi (portable Wi-Fi) devices for families without Internet access at home. Each mobile hot spot has a limited amount of data available each month (20 GB), so should be used for schoolwork only.
 - By accepting a device, the family accepts the Terms of Use policy. All devices remain the property of Union Public Schools. Arrangements for the return of devices will be made at a later date.

I know this is a different way to end the school year than any of us had ever envisioned. In spite of the many challenges in providing distance learning to all, I hope you will join us in embracing this new way of teaching and learning. As I've said before, it's not going to be a perfect solution, but it's one I believe will serve us well given these extraordinary times.

Sincerely,



Kirt Hartzler, Ed.D.
Superintendent